

Undercurrents



The Navy's MWR Newsletter



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FINANCIAL MANAGEMENT BRANCH

TREASURY OFFSET PROGRAM...Navy MWR will soon be able to use the Treasury Offset Program (TOP) for collection of bad debts. TOP is a computerized system managed by the U.S. Treasury that allows Federal Government entities to collect bad checks, unpaid contracts and vendor debts. Based on a preliminary test, we expect to have a much higher percentage of bad debts collected through the TOP program than with other collection methods previously used. Details about the program, instructions for its use, and POC information will be available shortly.

NAVY MWR SAP AIMS USER GROUP CONFERENCE...SAP AIMS user group sessions have been scheduled for July. This is a new concept we are introducing to assemble field SAP users together to trade tips and short cuts while going live and using SAP. We will be scheduling sessions as topics of interest present themselves and as new users come on to the system. POC is PERS-652G1, 901-874-6551, DSN 882-6591, P652G1@persnet.navy.mil

RAMCAS MONTH-END CLOSING...Many Funds are still processing data by way of paper versus TC. These locations should be sending envelopes on a weekly basis and not holding the information to the final week. This will help with the timely processing of the data. The final envelope must be mailed early enough to reach the Millington office before the 10th workday of the following month. For TC funds, the 10th workday is the deadline for information to reach RAMCAS. In most months, the Funds should TC before the 10th workday. SAP Funds close on the 10th of the month (add one day for holidays) not the 10th workday. This means that the field must complete their data entry by COB of the 9th.

VOIDING OF PAYROLL CHECKS/DIRECT DEPOSIT...There is a two step process to void a check/direct deposit, which has been issued through the payroll system. First, Banking must be notified to void the check/direct deposit. Do not adjust the current Check Listing or Payroll Summary you received from ADP/Managistics. RAMCAS will credit the cash and offset the 211 (Wages Payable) account with the net amount of the check. Secondly, when you enter the void through the payroll system, the 211 (Wages Payable) account will be debited while the salary and expense accounts are credited. This will offset the payable and correct the payroll accounts. After ADP/Managistics has received the adjustment, the transaction will flow through on the next payroll summary. The 211 (Wages Payable) account should be reconciled each month to ensure that all voids have been recorded properly.



COMPUTER SERVICES BRANCH

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IDEAS FROM THE FIELD

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GREAT LAKES WENT LIVE ON JULY 1...NTC Great Lakes, IL became the latest to change over to the AIMS/SAP accounting system. The local crew at Great Lakes came through like champions! This was the first of the "stand-alone" bases to be converted to SAP and the lessons learned at this base will definitely help the HQ implementation teams as they work through their very involved schedule for the next few months. Plans call for the North East region, headquartered in Newport, RI, to "Go-Live" with SAP on the October 1, followed closely by NSA Mid-South, the second of the stand-alone bases, on December 1. To ensure that your operation is part of our future implementation plans, contact the Computer Branch and your local chain-of-command to get your name on the list for conversion to SAP.

One of the latest facets of the MIS project is the signing of a Navy-wide site license for the web-based Kronos system. Kronos is the leading supplier of electronic Time and Attendance recording hardware and software. The first implementation is being configured for the Mid-Atlantic Region, Norfolk area. The present plans are for the new Kronos automated time and attendance system to be fully implemented in September. The HQ HR team, working very closely with the Norfolk HR team, is in a testing and training phase now. This will be followed by two periods of parallel testing and then "Go-Live" in September.



SNEAK MOVIE PREVIEW DINNER..."Pier 2 Trattoria," a 62-seat restaurant located in Club Metro, CNRSW Naval Base San Diego, has partnered with the Movie Theater for a joint promotion of exclusive Sneak Movie Previews. Every two months (approximately), the NAVSTA Movie Theater receives a potential hit movie before it hits the general public. The movie is previewed on a Sunday evening at 7 PM for approximately 900 guests. All seating is first come, first serve, with lines developing at 5 PM.

The Sneak Movie Preview Dinner Program was designed to attract a share of this market. Pier 2 Trattoria offers a Dinner for two for \$25 from 4-7 PM on the day of the Sneak Preview. For \$25, their guests receive 2 appetizers, 2 pasta entrees, 2 desserts, 2 non-alcoholic beverages and 2 tickets for reserved seating at the show. They offer a set menu with 4 choices in each category. The customer receives dinner and two tickets to the movie verifying their "priority seating" status. Prime seats are roped off in the Movie Theater and reserved for Pier 2 Trattoria Sneak Preview Movie Dinner Guests. Reservations are recommended for guaranteed service.

Their first Sneak Preview Movie Dinner was held on May 26 for the preview of *The Sum of All Fears*. For the first event, they did not accept reservations and did not have priority seating tickets. Pier 2 Trattoria had eleven couples walk in for total revenue of \$275. The average food revenue for a Sunday evening during this time period is \$75. The second Sneak Preview Movie Dinner was July 14 for *K19: The Widowmaker*. They had a total of 32 reservations and 8 walk-ins. Total revenue was \$500 and 40 happy customers that will return for the next showing with friends.



FACILITIES & ACQUISITIONS BRANCH

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NAF NOMINATIONS

Scoring of the INVS nominations sent in to compete for FY-04 consideration is complete. Many nominations arrived late this year. Now is the time to start your pre-INVS submissions for the FY-05 cycle to enable the full INVS to arrive well in advance of the June 1, 2003 deadline. There will be some minor changes to the nomination form, so please discard any previous versions. Please contact P656D@persnet.navy.mil for the current version.

RV CONVENIENCE!

As RVs have evolved over the years, they have become larger and more complex. They may be a pusher or puller (describes the engine location) which determines the door location. They also have slide-outs that allow for more living area. These locations are different for the various manufacturers and models. When you have different lengths of vehicles combined with various door and slide-out locations, the RV parking pad needs to be sized to accommodate them. A 20 x 40 ft. pad with wheelstops is the perfect size for all possible RVs. This size allows the patron the flexibility to have their patio furniture and other amenities located on a hard surface while allowing them to enter and exit the vehicle from this same surface. Smaller models will even allow parking of their personal vehicles on the pad. For more information on design issues, call P656D4.

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NAF ADVANCED CONTRACTING COURSES...will be conducted at Naval Air Facility, Atsugi, Japan September 3-13 and Naval Air Facility, Key West, FL October 21-31. Those individuals who have completed the prerequisite Basic Procurement Course are eligible to attend. The Advanced Course is designed to give students an in-depth understanding of the formal contracting (over \$25,000) process. Students will learn all facets of solicitation preparation, receipt and evaluation of offers, defining contractor eligibility, negotiating techniques and contract award. Additional topics covered are contract elements and formats, standards of conduct for procurement officials, sealed bid procedures, and the ratification process.

A registration fee of \$750 is due two weeks before class begins. If you're interested in attending, please contact PERS-654 for a training announcement and application form.

NEED TO TAKE THE NAF BASIC CONTRACTING

COURSE?..The Basic Course is available in correspondence format, with is no tuition or enrollment fee. This course is designed to give students a basic understanding of the small purchase (under \$25,000) contracting process. Individuals who successfully complete the correspondence course will receive a certificate of completion that may be used as evidence that mandatory training requirements have been met to qualify for a \$5,000 NAF contracting officer's warrant. While contracting and purchasing personnel will benefit from taking this course, receiving and requesting activity personnel who play an important role in the contracting process will benefit as well.

While this is a Navy course and instructs students on Navy contracting procedures and policy, this course is offered and administered by the Army MWR Academy, Falls Church, VA. Those individuals wishing to enroll must complete an electronic application – faxed applications can no longer be accepted. For information and how to apply, enrollees may visit the Army's web site at www.armymwr.com and navigate to the MWR Professionals section, select Operations from the menu, select Jobs and Human Resources, select MWR Academy from list. Questions concerning navigating the Army's web site may be directed to the Army MWR Academy at 703-75-5880, DSN 235-5880.

DO YOUR TOILET PARTITIONS LOOK 15 YEARS OLD?...If you answered yes, you should consider the alternative materials available for renovation or new construction. If you are considering updating the appearance of a restroom or planning a new facility, we recommend solid plastic toilet compartments, shower compartments, urinal screens, benches, and vanities. The partitions are manufactured of high-density polyethylene in a variety of colors. The partitions are chemical, impact, and moisture resistant. Maintenance needs are minimized since there is no need to paint or replace rusted, dented or damaged components, as in metal and laminated components. For additional information on your future project, contact the NPC Design Staff or PERS-656D2, 901-874-6667, DSN 882-6667, P656D2@persnet.navy.mil

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FLEXIBLE WALL COVERING

Finally, a solution to historically difficult wall covering application problems. This unique new product is a decorated, gypsum-coated fabric that can be applied to any rigid wall or ceiling surface in new, renovation, or repair applications. It is applied in a one-step process, similar to conventional wall coverings, for tremendous labor savings. This product versatility allows it to be used on surfaces such as cinder block, gypsum board, plaster and metal. It can be applied to new and old concrete block and hides most surface deficiencies including cracks, patches, mortar joints and irregularities. Ideal applications for the use of this product would include heavy-use facilities, such as Youth and Child Development Centers, Gymnasiums, etc. For more information on this innovative new product, contact PERS-656D3, 901-874-6663, DSN 882-6663, P656D3@persnet.navy.mil.

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FLEXIBILITY FOR WORKSTATIONS...Office cubicles are here to stay, but product designers have been thinking outside of the proverbial 8 x 10 ft. box by creating workstations that respond to the way people really work, with fewer fixed units, increased flexibility for reconfiguration, and greater possibility for individuality. The most visually noticeable trend in systems design is the migration away from panel-based cubicles toward work environments that incorporate more flexibility. You may notice a trend toward "hybridizing" among manufacturers, instituting stronger standards so that various product lines will work together, inevitably saving time and money. A work surface from one company may integrate with a demountable wall from another, capitalizing on the strengths of each system. Visual and acoustical privacy and individual control over lighting and layout remain concerns, but the limitation of current systems most commonly noted by specifiers has been the ability to handle technology. Cumbersome wire management can make reconfiguration difficult, but with improvements in wireless technology advancing every day, it seems the problem may soon be redressed. New systems feature softer edges and curvilinear shapes, enhanced tools raised off of the work surface, better management of technology and overall smaller footprints. Often radiating out from a central spine with all technology, power, data and electrical equipment stemming from the center, these compact "cockpit station" designs place everything within reach at just the spin of a chair and take the workspace into the future.

GREEN...The Carpet industry has voluntarily taken responsibility of creating environmental programs that assist consumers in the disposal of carpet. Major carpet manufacturers are leading efforts to reduce their materials cost and improve their image concerning the environment. Because of these initiatives, there are three programs currently available that will significantly reduce carpet waste in our landfills.

The first program is identified as "re-purposing." This process consists of reclaiming existing carpets from other business or institutions, then cleaning and reconditioning it for another installation. Manufacturers that have such programs often provide a limited warranty for the recondition product.

The second program is "recycling" or "closed loop," whereas the existing carpet is remanufactured into new carpet. This can be accomplished either by having a take-back program agreement with the carpet vendor or a contract preference for installers/distributors to eradicate the old carpet for recycling. However, carpet reclamation programs will vary among vendors. Some vendors will collect competitors' carpets while others will only accept their own products for collection.

The third program, "downcycling," consists of reclaiming the carpet and separating its components into other products, e.g., carpet padding, car parts, and sod reinforcement.

When purchasing new carpets, check with the manufacture about the available programs they offer. Additionally, request from the vendor/installer a certificate that the carpet will be reused or recycled once it is returned. Furthermore, specify low VOC adhesives during the carpet installation, this will reduce emitting odors and provide a cleaner environment.



TRAINING BRANCH

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MEETINGS, MEETINGS, MEETINGS...As we go to press, final arrangements are being made at the Atlanta Hyatt for the annual Navy MWR Meeting (August 5-6). This year's event is in conjunction with the American Logistics Association's biennial MWR EXPO (August 7-8). 128 Navy MWR professionals have registered for the 2-day Navy get together. Sessions will include an MWR Overview, Saluting Sailors Programs, IPT panel, MCPON Terry Scott, humorist Jeff Allen, and many more timely and relevant topics. ALA's program includes several well-known speakers and an extensive trade show comprised of vendors who sell products MWR departments across the services utilize. Army, Marine Corps, Air Force, and Coast Guard also attend this trade show and run separate service level meetings.

NAVY MEETING AT NRPA...Tampa, FL will be the site of the 2002 NRPA Congress and Expo. The two-day Navy MWR Meeting is designed for those involved in the supervision, planning, and delivery of recreation programming, and is sure to motivate, educate, and excite us all! The meeting will be held at the Holiday Inn Busch Gardens on Monday and Tuesday, October 14-15. In addition, a special INVS (Internal Needs Validation Study) Workshop will be held on Wednesday, October 16.

The Navy Meeting sessions will include an overview of Navy MWR initiatives and successes – *A View From the Top* field presentations covering such topics as commercial sponsorship; the Navy's newest SCUBA program – Southeast Dive Adventures; programming for the environmentally challenged; dynamically promoting your program; getting grants; community-wide special events; outdoor recreation programming, and others.

Special guest presenters will include Jim Atkinson AKA "Mr. Happy" who will talk about putting quality in your programs and Jim Hilton who will present "Putting WOW! In Your Special Events."

And just when you think you're tired of the "same ol' meeting format," try out a couple of the mini-workshops where you'll get some hands-on "training time" in such activities as magic, balloons, photography and juggling!

Following the Navy Meeting is the National Recreation and Park Association (NRPA) Congress and Expo and the Armed Forces Recreation Society (AFRS) Professional Training Institute (PTI), Wednesday through Saturday, October 16-19. More than 300 education sessions, Pre-Congress and Off-Site Institutes, await NRPA attendees – many of which will grant Continuing Education Units!

For more information about the Navy MWR Meeting or NRPA/AFRS, contact the MWR Training Branch. The Meeting Announcement was also distributed Navy-wide in mid-July. To obtain a copy of the announcement, go www.mwr.navy.mil. There you'll find a meeting agenda, registration and lodging forms, and links to NRPA for information on registering for the NRPA Congress. See you in Tampa!

STAR SERVICE TRAINING - A CONTAGIOUS IDEA...The field has definitely "caught" the Star Service training bug – three back-to-back Facilitator Certifications are scheduled for July 15 - August 2 across the country! The first one is in the Mid-Atlantic Region, one in Millington, and then we finish up in San Diego certifying new Navy Region Southwest Star Service Facilitators! Please help us welcome and say congratulations to the following new Star Service Ambassadors for the Mid-Atlantic Region: Teesha Hite, Jan London, Sara Mellon, Lisa Rebich, Carol Spruill, and Sandy Parrish.

COME RAIN OR TYPHOON, THE STARS STILL SHINE...

MWR Yokosuka had already started their July 10-11 STAR Class when word went out that typhoon Chataan was approaching the Kanto area and Yokosuka was in its path.

The question was whether to cancel or continue Day 2 of the class the following day. Knowing how crucial the training is to the enhancement of customer service, they decided to go ahead and start the class by keeping safety as the priority. Furthermore, they tracked the typhoon's development and kept the class informed.

At the beginning of Day 1, the participants were relaxed and calm, everything went smooth and according to schedule. They started the class with only one facilitator; the first time they had attempted a "solo class." It was a rainy and extremely windy day; the hot summer in Japan, combined with the rain, provided the perfect condition for exhausting humidity. The class seemed not to mind the humidity, the rain, the wind, or even the approaching typhoon, so they proceeded to facilitate the class.

At the end of the first day of class, it seemed as if they would need to reschedule the second day. Typhoon Chataan had put Yokosuka in a condition of Readiness I. With the imminent base wide closure, they decided to postpone the class until Friday, July 12.

As unpredictable as typhoons can be in this part of the world, it turned out that the worst part of the typhoon came and went during the night of July 10, and by the morning of July 11, they had another beautiful and sunny day in the "Land of the Rising Sun." In fact, it was so beautiful that it would be a shame to cancel the class, they thought.

The situation called for Plan B; at 0600, they were on the telephone recalling participants to come to the training room and to finish what was started. In spite of the early wake up calls, all the participants were enthusiastic and supportive. By 0800, 15 participants were in the training room eager to conclude the rest of the program.

The participants were a wonderful group to work with and a very creative one. The poem at left is a sample of how they perceived their training and how they welcomed it with open minds. How they saw new ideas and how they felt after the "class for the records" turned out to be a wonderful experience for the participants as well as the facilitator.

*"Here's a story we got to tell
About a STAR class we attended that
went so well.*

*MWR has customers all around
With big and small complaints that do
abound.*

*However, now we've learned how to
ease their woes,*

*By using the skills a good employee
knows.*

*We wear a smile upon our face.
We always act courteously and with
grace.*

*We do our best to make things right,
Then do a little more to make things
bright.*

*We do our best avoiding hooks;
We always consider how it looks.
We take care of business everyday,
Always improving the MWR ways."*

USA Team,
STAR Class of July 10-11, 2002



COMMUNITY SUPPORT BRANCH

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NEW YORK CITY OR BUST

The ITT PET team met in the Big Apple the end of July. The team of twelve revised the ITT standards and learned about new products from New York available to all our ITT offices. These products are available through our MTV voucher program. Contact your regional ITT PET member to find out how you can start selling all the great products available in New York City, the city that never sleeps. They will even be able to tell you about the products themselves as they will get to discover them while they are meeting in New York.

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COMMUNITY ASSESSMENT TOOL FOR YOUTH...

Department of Defense (DoD) has had great success in providing comprehensive programs targeted at meeting the unique needs of youth in military communities. However, it is important to continue our efforts to improve support for our youth as we move into the 21st century. With that in mind, the Office of Children and Youth established a partnership with the Department of Justice (DoJ), Boys & Girls Clubs of America (B&GCA), and the International Association of Chiefs of Police. These experts developed an assessment tool designed to identify youth-at-risk behaviors and protective factors and to provide strategies to address significant problems. Youth development professionals in two military communities tested the tool with great success. The assessment results will give installation commanders a snapshot of the "state of youth" in their specific military community. It is now available, upon request, to installations DoD-wide.

The evaluation process includes an assessment of such warning signs as bullying behavior, school discipline problems, increased delinquency, drug and alcohol use, gang-like activities, and characteristics of disaffected youth. The teams conduct focus groups with parents, youth, school personnel, youth program staff, law enforcement personnel, health personnel, and other individuals from both the installation and the neighboring civilian communities. Upon completion of the evaluation, the team provides installation commanders with a written assessment of the status of their youth in their communities that includes specific recommendations to address any issues identified. The community assessment process has been designed to initiate dialogue and collaboration among the many installation agencies that work with youth.

Installation commanders can request a team to conduct an assessment by contacting the Office of Children and Youth via their normal chain of command. As the assessment process is comprehensive in nature, a commitment of installation human resources for logistical and data gathering support to the team prior to their arrival and during the assessment is required. In addition, requests from commanders in CONUS locations must include documentation of appropriate civilian agencies' willingness to participate in the process, such as the local schools, law enforcement officials, etc. In return, a team of highly qualified youth development experts will provide the installation commander with a comprehensive review of the military community's response to youth. Results from the assessment are confidential and will remain with the installation commander.

This opportunity to learn more about youth in the military community is available on a first-come, first-served basis until the funding is exhausted. The teams' travel, per diem, and other associated costs are directly funded by the DoD. There is adequate funding for approximately 10-15 assessments over the next year. Each Military Service will be allocated a percentage of the total available number of visits based on their youth demographic data.

The point of contact is Barbara Thompson, Office of Children and Youth, 703-614-3260, fax 703 697-2519, or barbara.a.thomson@osd.mil.

CHILD ABUSE PREVENTION PROTOCOL...It is Navy policy to provide comprehensive and coordinated programs to prevent child abuse. It is imperative that the following procedures are in place in Navy Child Development and School-age Care programs:

1. A reception desk shall be located and staffed to permit viewing of main entrances. Access to children by individuals not employed by the program shall be limited. Front desk personnel are not to leave the CDC or SAC entrance area unless there is an emergency or they are relieved.

2. All visitors shall be required to sign in and out of the CDC, CDH, or SAC center. Visitors include anyone that is not an employee of the CDP (e.g., inspectors, Commanding Officer, DoD Visitors, MWR Director, repair persons, contractors, guests of parents or staff, etc.). All CDC visitors shall sign in and receive appropriate visitor badges to wear while in the building. If MWR Director visits with a guest, a CDC/SAC employee shall escort them. The only visitors that can be unescorted (once they have shown their ID card and have signed in) are the PERS-659 inspectors. All visitors shall sign-out upon departure.

3. A CDC Director designee is trained in all procedures in the director's absence. The director or designee shall be in the center at all times. Designee is defined as an individual who has a working knowledge of the CDC operation, has the authority to make decisions, has the capability to handle parent complaints. The designee shall be at the GS-05 level or above. Support staff (clerk, cook, food service worker, janitor, etc.) shall not be used as a director's designee. The designee may be the program administrator, director, training and curriculum specialist, or person qualified and designated to function in the absence of the director (e.g., site supervisor, CDH director, Youth director, Recreation Director, etc.) This person shall be capable of answering parent questions and handling an emergency situation.

4. All staff shall be cross-trained to ensure the front desk and entrance is monitored at all times and that all staff know procedures for escorting visitors in the CDC SAC center. All staff shall be trained in appropriate customer service and shall ask for an ID card if they do not know the visitor. Staff shall be trained on the importance of following routine daily procedures when special guests visit the CDC.

5. Staff and volunteers shall wear name tags and/or identifying apparel. A system for identifying staff without completed background checks (e.g., a sticker on the name tag, a difference color background to the badge, different colored name tags, smocks, shirts, etc.) shall be implemented until all background checks are completed.

6. Parents are required to sign children in and out of the CDC, CDH, or SAC center. Children may only be signed out and released to individuals with written authorization. Parents shall be permitted access to the areas in which their child is receiving care. Parents must take their child(ren) to the room in which the child(ren) will receive care.

(continued)

7. Staff shall have procedures for knowing where children are at all times. When a group of children leave the CDC/SAC with the staff, a note shall be left on the sign-in sheets so parents know where their children are at all times. The director or designee shall know where all groups of children are, at all times.

8. At least two caregivers shall be present in each classroom at all times. Video recording cameras do not substitute for adult supervision.

9. Exterior doors, other than main entrance and kitchen entrance, that do not open to a fenced area shall be properly secured or alarmed to alert staff of unauthorized entry or exit.

10. Playground gates shall be secured to prevent unauthorized entry. Gates with an adult controlled securing device are required. Mount the panic hardware at adult height and only on the playground side of the gate. The panic hardware on the gate should not be accessible from outside the playground.

11. Extra precautions shall be taken when providing weekend and evening care. Utilize rooms located near the front entry to facilitate supervision and allow visual access of children by parents when entering and leaving the facility.

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CENTRAL WAITING LIST AND ENROLLMENT MANAGEMENT

PERS-659 is proposing policies and procedures to be implemented Navy-wide for Child and Youth programs. Through the standardized processes, customers around the world will have consistent procedures at all duty stations where services are provided. The draft policies are available at www.mwr.navy.mil under the Community Support link.

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CHILD DEVELOPMENT MEO's AND STAFF TRAINING...

The majority of Child Development Program MEO's are well underway. Input we have received during our annual inspections includes a lack of time to complete the required training, particularly for those programs not authorized to spend overtime dollars to conduct monthly training in the evening. Several suggestions from PERS-659 staff and the field are on the CDC web page under "For the T&C Specialist." Thanks to the staff at NAS Lemoore and NAS Fallon for their input. If other T&C Specialists or CDC Directors have additional ideas for the web page, please email or fax them to PERS-659F, FAX 901-874-6823, FAX DSN 882-6823, P659F@persnet.navy.mil.

CHILD DEVELOPMENT PROGRAM MEO MANAGEMENT GUIDEBOOK AND SELF AUDIT TOOL...

has been designed to assist all CDP managers in the implementation and management of their MEOs. The content is based on actual management issues, suggestions, and lessons learned, and information gathered from interviews and MEO validation team sessions. The goals of this Guidebook are to address these issues and concerns, to share creative strategies and solutions, and to provide information that managers need in order to make the best decisions about their programs and to feel more confident about executing MEOs. The Self-Audit Tool of the Guidebook will be used to compare MEO projected data to actual performance so managers can make any necessary adjustments to their programs. Commands may provide comments prior to Navy implementation by August 15. The draft guidebook is available at www.mwr.navy.mil under the Community Support link.



MISSION ESSENTIAL BRANCH

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AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS) NOW AVAILABLE...For those commands that are in need of an AED and have not yet received one from NPC, we now have them available. They are designated for use in an MWR Fitness Area. The Department of Health and Human Services has guidelines for Public Access Defibrillator Programs in Federal Facilities at www.govexec.com/dailyfed/0501/053001m2.htm, click on *Defibrillator Guidance*. Both the American Heart Association and American Red Cross offer AED Certifications. Call PERS-651 to get an AED sent to your Command.

2002 ATHLETIC BUSINESS CONFERENCE...This year's conference will be held on November 6-9 at the Orlando Conference Center. Navy Fitness will have meetings on November 5-6 at the Convention Center. Packages with the Navy agenda will be sent to each base in August. The conference offers several training tracks including military fitness, new managers and supervisors, aquatic programming and management, and youth sports administration. Information about the conference is available at www.athleticbusiness.com.

YOUTH ACCESS TO FITNESS CENTERS...As per the BUPERSINST 1710.11C, Navy youth (ages 10-14) are authorized access to MWR fitness centers. The policy is in place to promote healthy lifestyles in our Navy children. The quote below from the American Institute of Cancer Research reinforces the need for these opportunities to exist.

"A recent government report labels many American youths 'inactive, unfit and increasingly overweight,' voicing concern that the proportion of young people who are overweight has doubled since 1980. Television and video games have replaced outdoor play as the after-school norm. Scientist are calling for major changes in outlook, community design and family lifestyle to reverse these trends, which they say will devastate our nation's health care budget in the years to come."

STRENGTH TRAINING PROGRAM TIP...Are you feeling that your workouts are stalling or you are not seeing the results you once were achieving? It may be time to change up your workout. The human body adapts to new stresses placed upon it between 4-6 weeks. This means if you have been on a workout program that you saw great gains the first few weeks but lately have noticed that your training has stalled, your body has adapted to the workout. You will need to shock your body into the adaptation phase again so you can start making gains. This can be simply done by either changing up the mode of training you do or by changing up the number of repetitions during a workout. Simply by alternating your workout between high repetitions and low repetitions will keep your body guessing and trying to adapt to your workout by changing every 4-6 weeks. This will help prevent stalling and staleness in your workouts.

FITNESS TIP...DOING SOMETHING IS BETTER THAN NOTHING...With the compressed time schedules of our society, many persons do not feel they have the time to workout. A workout does not have to be composed of continuous work or involve big bulky equipment. A workout can take as little as 5 minutes in the morning or 5 minutes late at night. Here are some simple tips to get your workout in if you are pressed from time.

- Upon waking, immediately lay down on the floor and perform 50 sit-ups and push-ups;
- Take 20 minutes of your lunch time to do some light walking or jogging;
- Park in the back of the parking lot and walk a little further to work in the morning;
- Take the stairs instead of the elevator;
- Take bike rides with the entire family;
- Walk up stairs two steps at a time;
- While watching TV, lay on the floor and perform sit-ups, push-ups, or chair squats between commercials.

Using these simple tips will aid in your fitness when your time schedule does not allow you to perform your regular workouts. Remember doing something for your fitness is always better than doing nothing.

FLEET READINESS SUMMIT...will be held August 27-29 at MWR Headquarters in Millington. The Summit will focus on shipboard recreation/fitness programming and administration and the support provided by MWR professionals. This interactive workshop will provide general information on policy, procedures and Headquarters initiatives. Topics to be addressed include Inspection/Oversight, position descriptions/personnel, shipboard fitness equipment, fleet recreation instructions, funding fundamentals and the IPT process. This workshop is designed for Fleet Recreation Coordinators, Afloat Fitness Directors, Afloat Recreation Specialists, Afloat MWR Officers, Afloat Library Managers and those directly involved with shipboard recreation and fitness.

THE 2002 TRIATHLON TEAM...recently competed in the Armed Forces Championship at Naval Base Ventura County, CA. The team finished in fourth place with LTJG Lynn Fodrea making the Armed Forces team. LTJG Fodrea finished 6th overall and qualified to compete in the 2002 CISM Triathlon Championship in Estonia.

SK3 ISREAL SPENCER...recently won the silver medal in the 201 lb. division of the Armed Forces Boxing Championship. With this finish, SK3 Spencer qualified to compete at the CISM Boxing Championship in Curragh, Ireland.

NAVY SPORTS APPLICATION DEADLINES...Applications are currently being accepted for Rugby (Aug. 17 deadline), Marathon (Aug. 17 deadline), Men's Soccer (Aug. 28 deadline) and Men's Basketball (Sept. 5 deadline). Navy Sports is still accepting applications from qualified individuals interested in coaching an All-Navy team. Applications should be submitted two months before the respective sport begins.

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BUSINESS ACTIVITIES BRANCH

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POC: PERS-655C2

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CONGRATULATIONS...are in order for the following Navy Bowling Managers who have satisfactorily completed the following certification courses during Bowl Expo 2002:

Military Bowling Center Managers Maintenance Seminar - Pat Davidson; Leslie Green, R.C. Jackson, Sam Long, Sonny Rametta, and Huey White;

The Lane Inspection Workshop - R.C. Jackson, Rodney Loftus, Xavier Mad-dux;

The International Bowling Pro Shop & Instructors Association - Ed Andrews, Pat Davidson, Leslie Green, Al Pluche, and Sonny Remetta.

BINGO PROGRAM MANAGERS...Plan now to attend Bingo World 2003 at the Riviera Hotel, Las Vegas, NV, from March 11-13. Next year's conference and show promises to be the largest bingo-only exhibit ever. For more information, contact Lesley Grashow, Director of Sales at 203-852-1340 or 800-223-9638, Lgrashow@gemcomm.com, www.bingoworldexpo.com or Steve Gibbs, Director of Marketing at 913-469-1110, ext. 234. Preparations are also underway for a Joint Armed Forces Bingo Workshop in conjunction with IMCEA's "Spirit of Excellence III" conference; location and dates to be announced sometime in September. Bingo Managers, please budget for this workshop. You should be receiving FY-02 Bingo Survey in October.

BOWLING CENTER MANAGERS...For those bowling center managers and head mechanics who did not have the opportunity to attend Bowl Expo 2002 in New Orleans this past June, there are two other bowling conferences coming soon that are also excellent. The first is the Western States Super Trade Show at the Silver Legacy Resort and City Center Pavilion, Reno, NV from October 13-16. For more information, contact Bo-Vonne Ochse, Show Administrator at 925-485-1855, bo@wssts.com, www.wssts.com. (This year's theme is "Taking Care of Business" Bowling Strategic Leadership Forum and seminars covering "Your Path To Profits In the 21st Century.")

The second conference is the East Coast Bowling Centers Convention at the Bally's Park Place Hotel, Atlantic City, NJ from December 2-4. For more information, contact CeCe Peabody at 973-812-6536, cece@peabody-adv.com, www.eastcoastbowl.com. (This year's theme is "Celebrate Your Stars." Also, remember this is a certification requirement.)

MWR BOWLING PROFESSIONALS...The Annual Armed Forces Bowling Conference and International Bowl Expo 2003 will be held at the Mandalay Bay Resort Hotel, Las Vegas, NV from June 15-20. Please mark your calendar, plan and budget now. You should be receiving FY-02 Bowling Survey in October. Please calculate FY-01 and FY-02 total lineage data for open, league, and tournament bowling.

SPORT BOWLING...What is Sport Bowling you ask? Sport Bowling is a new program initiated by the ABC and WIBC that allows bowlers to truly determine their true skill level in the sport. Sport Bowling consists of leagues and tournaments where lane conditions and equipment are controlled to place the emphasis on the bowler's skill. Rather than depending on high-tech bowling balls or lane dressing patterns, Sports Bowlers rely on their accuracy, ability to read lanes, and adjust speeds. It's a new level of competition for bowlers who want to step up to the challenge. To learn more, contact Midge Jozwiak at 414-423-3400 or 800-514-2695, ext. 3400, www.sportbowling.com.

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MARINA SAFETY

The Coast Guard's website [www.uscgboating.org] has considerable information related to boating safety. Under the safety heading, there is a very good article about boating under the influence that all marina managers should read.

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GOLF LESSONS

Is all of your golf lesson income being "rung" through your register? The Navy Golf Program Standards require all fees for lessons be paid through the register. Additionally, a minimum of 10 percent should be earned (kept) by the golf course and up to 90 percent can be paid to the golf-pro. Another variation is to have all lesson money go to the golf course and the golf-pro be paid on an incentive/bonus basis. Bear in mind, all lessons are to be given during non-duty hours only (the Pro cannot be on MWR's clock). Free clinics such as junior clinics and Sailors' clinics are not included.

GOLF ACCOUNTING

Many golf courses are combining program revenue, golf cart revenue, and driving range revenue, into one activity: program revenue. In order to make informed business decisions; all three revenue sources are to be accounted for separately. It's the responsibility of the golf course manager to ensure revenues and expenses are recorded to the proper accounts.

MODULAR RETROFIT SMOKING ROOMS...The end of SECDEF approval for a three-year phase-in period to bring MWR facilities into compliance with Executive Order 13058 (9 Aug 97) (prohibiting smoking in Federal Buildings including MWR facilities) is fast approaching. On December 7, 2002, any MWR facility not in compliance will be designated as non-smoking permanently. Before September 30, any MWR Department with a bowling center, bingo hall, golf course clubhouse, bar/lounge, amusement and gaming areas must submit the "Installation Survey for Retrofit Smoking Room" and the "Smoke Room Order Form."

NPC MWR will procure the smoking rooms and ventilation equipment centrally. Installation of equipment will be the responsibility of local MWR activities. Installation must be completed before December 7, 2002. Technical questions regarding the modular smoking rooms can be addressed to Ms. Kris Long, Senior Project Manager, Butler Manufacturing Company, 816-968-3682 or ka-long@butltermfg.com.

DART LEAGUES IN THE MILITARY...The American Darters Association's (ADA) program, Dart Leagues in the Military, continues to gain momentum worldwide! To date, Navy, Marine Corps, and Air Force teams are in competition. Coast Guard MWR will be included this fall.

As a reminder, the second Military Cup Challenge is just around the corner! It will be held at the Riviera Hotel, Las Vegas, NV, on August 8. All active, reserve/guard and retired military are eligible. For additional information, contact Karl Remick, ADA Military Affairs Representative at 636-625-8621, ext. 7046; militaryrep@adadarters.com, www.adadarters.com.

ADULT BEVERAGE SURVEY...Recently an Adult Beverage Survey was sent to all Regional Program Managers from PERS-655F. We are updating our database for the MWR Adult Beverage Program. Please take some time to complete the survey when you receive it. The results from this survey will be used to update the Adult Beverage and Catering Program Managers' database of all Worldwide MWR Activities that have an Adult Beverage Program.

Please forward the survey to the appropriate Food & Beverage staff members and insure that there is one completed survey per each facility that serves adult beverages. When the database is complete and all the information is consolidated, copies will be sent to all MWR field activities. This will give everyone Navy-wide information on pricing, types of facilities available and POCs. Please return completed surveys to PERS-655F2 by August 30. Your support is greatly appreciated.

For more information, or if you haven't received the survey by August 1, please contact PERS-655F2, Navy Program Manager, Catering & Adult Beverage Operations at 901-874-6648, DSN 882-6648 or P655F2@persnet.navy.mil. You can e-mail the survey to P655F2@persnet.navy.mil or fax to NPC PERS-655F2 at 901-874-6838, DSN 882-6838, or mail it to Navy Personnel Command, PERS-655F2, 5720 Integrity Dr., Millington, TN 38055.



PERSONNEL BRANCH

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CHILDCARE POSITION DESCRIPTIONS AND QUALIFICATIONS...There are standard GS and NAF position descriptions (PDs) on the MWR web page under Personnel. These position descriptions and titles are mandatory for use based upon guidance received from Navy HQ.

For a long time we have said that the 1701 series had to have a degree. This was because it is necessary to have someone with a degree to obtain certification. However, OPMs qualifications have two options. The OPM basic education requirements are:

A. Degree that included or was supplemented by major study in education or a subject matter related field appropriate to the position.

or

B. Combination of education and experience - courses equivalent to a major in education, or in a subject-matter field appropriate to the position, plus appropriate experience or additional course work (24 semester hours) that provided knowledge comparable to that normally acquired through successful completion of the 4-year course of study described in A above.

For Child Development Training and Curriculum (T&C) Specialist positions, the 24 semester hours of education must have been higher level courses in child development or early childhood education. Basic courses are not acceptable.

This means that minimum education eligibility requires the person to have at least 24 semester hours of specific higher level (junior and above) education courses. Navy HQ has confirmed this interpretation. If you get people on a referral who lack this minimum education, please go back to the personnel office that sent it to you and let one of the POCs know so we can help.

BUPERS NAF RETIREE ID CARDS...Based upon a recommendation from the MWR Advisory Board, PERS-653 has developed ID cards for BUPERS NAF retirees.

These cards will be issued to retirees who elected to receive an immediate retirement from BUPERS. These cards will identify individual participants in the MWR NAF Retirement Plan. If otherwise authorized, it will allow BUPERS NAF retirees to use MWR facilities but this card will not grant them access to bases.

Please contact P653E2 with any questions.



POLICY & MANAGEMENT ASSISTANCE BRANCH

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INFORMATION DIRECTORY UPDATES REQUESTED

We sincerely hope that you find the January edition of Navy's MWR Worldwide Information Directory beneficial and timesaving when communicating with other MWR professionals. New hires, retirements, and transfers occur rather frequently and keeping the directory current can be a challenge.

We intend to update the directory and reissue it every nine months, but will need the continued help of each activity in keeping the information for their activity current in order to provide the field with this valuable tool. Please ensure updates are provided to us whenever any information changes.

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HOLD HARMLESS AGREEMENTS AVAILABLE ON WEB...

Participation in many MWR-sponsored recreational activities necessarily involves inherent risks that entice people to participate and enhance the adventure experience. Inherent risks are those risks that are integral to the activity (e.g., whitewater rafting, hiking, backpacking, mountain biking, etc.) which cannot be eliminated without destroying the unique character of the activity.

MWR patrons should be made aware of the inherent risks associated with recreation activities. To assist in this requirement and to achieve the goal of limiting liability, Navy MWR offers a series of hold harmless (release of liability), assumption of risk, and indemnification agreements, which identifies the inherent risks associated with the activity. Patrons should not be permitted to participate in any MWR-sponsored outdoor recreation trip/program or activity without reading and signing a hold harmless agreement appropriate for the activity. These agreements may be downloaded from www.mwr.navy.mil/mwrprgms/policy/holdharmless.htm.

NEW PROCEDURE FOR PAYMENT OF MWR SELF-INSURANCE CLAIMS...

To better serve our customers, NPC will no longer issue checks when paying on meritorious claims submitted by MWR activities under SAP and RAMCAS. Instead, payments will be posted to account 00-133-00 for the month the claim is paid. MWR activities will still receive a letter response informing them that their claim has been approved, the amount to be paid, and any other information specific to the claim itself. Activities are reminded that it is their responsibility to set up receivables on account 00-133-00 and to monitor journal entries. Of course, checks will still be mailed to those MWR activities that are not under SAP and RAMCAS.

PATRON LIABILITY...From time to time, Navy MWR has the unfortunate responsibility of advising an MWR field activity that a rather large claim must be denied. One of the most frequent reasons for denial is for damages/loss attributable through patron negligence. Claims for damaged/destroyed property, gear, or equipment entrusted to patrons are not payable through the self-insurance program.

Most recent was a claim for a commercial grill/cooker that was rented from MWR by a petty officer. The patron, with the cooker in the bed of his truck, stopped at a store to get the propane tanks filled. When he returned to his truck he discovered the grill had been stolen. The replacement cost for the commercial grill is approximately \$1,600. The patron is responsible for reimbursing the MWR activity. When patrons are issued MWR gear and equipment, they should be signing an acknowledgement that they are responsible for the MWR assets placed in their charge, and that they are financially responsible for any loss/damage beyond reasonable wear and tear. Unless these claims are attributable to the negligence of the MWR organization and/or its employees, such losses are not covered and reimbursement should be sought from the patron.

**TRANSPORTATION SECURITY
ADMINISTRATION
AND GENERAL AVIATION**

As you are keenly aware, security has been heightened and specific measures have been taken at airports and on airliners to combat terrorist activity. Although much of the attention has been on airliners and flight schools, all of general aviation has been impacted in one way or the other.

Although most NFCs operate from secure military installations, there are some NFCs operating off base. Nearly all NFC aircraft (at one time or another) land at civilian airfields/airports where security measures may not be as tight. No matter where it is situated, NFC pilots are to remain ever vigilant, ensuring all aircraft security measures are taken, limiting the opportunity for someone to tamper with or gain access to a NFC aircraft.

Here are a few security measures that Aircraft Owners and Pilot's Association (AOPA) recommends we look for when involved in operating, servicing, or renting aircraft: Aircraft with unusual or unauthorized modifications; persons loitering for extended periods in the vicinity of parked aircraft or in air operations areas; pilots who appear to be under the control of other persons; persons wishing to obtain aircraft without presenting proper credentials or persons who present apparently valid credentials, but do not have a corresponding level of aviation knowledge; or anything that does not look right (e.g., events or circumstances which do not fit the normal activity at your club).

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UPDATING FIELD PUBLICATIONS...MWR's Legal Office is currently revising the *Commercial Sponsorship* and *Open House* Guidebooks. Our sponsorship coordinators most frequently use these two publications when seeking out and negotiating commercial sponsorship agreements with businesses in the community.

We are also in the process of revising the *BUPERS Risk Management Manual for Navy MWR Activities* (BUPERSINST 5890.1). The self-insurance claims program is an important element in the operation of MWR field activities. One change being made is that all workers' compensation-related matters will be addressed in the new MWR Personnel Manual (BUPERSINST 5300.10A) which is in the final stages of review. It is our goal to better streamline the claims process, reducing the amount of time and effort used in the field to submit their claims, thereby reducing the amount of time payments are received by activities.

We are asking MWR professionals worldwide to review these important guidebooks and instructions, and to provide us with input on how we can better support the field. Please submit your thoughts, concerns, and concepts via email to: p65811@persnet.navy.mil (commercial sponsorship); and p658d1@persnet.navy.mil (claims).

REMINDER FOR NAVY BALL COMMITTEE...COs may use MWR NAFs to support an installation-wide Navy Birthday celebration subject to the following criteria: MWR should be represented on the base's Navy Ball committee; MWR's purpose is to help enhance the event, not subsidize the price of tickets; MWR NAF support is limited to the purchase of entertainment (e.g., bands, DJs, comedians), decorations (e.g., room decorations, table flower arrangements) and small mementos in the \$2-4 range (e.g., wine glasses with insignia, key chains), and is limited to the following dollar amounts:

Event with less than 250 attendees - \$2,000
Event with 251 to 500 attendees - \$2,750
Event with over 500 attendees - \$3,500

Members of the Navy Ball committee should examine the feasibility of conducting the event on base. If sufficient MWR infrastructure does not exist to provide appropriate services for a large, infrequent, base-wide event, the event may be held off-base; however, room rental fees are not an authorized reimbursable expense.

Additionally, the local MWR organization should receive appropriate exposure (i.e., recognition for MWR's involvement) for the support provided to the base's Navy Ball. Commanding officers may request reimbursement from the Navy Personnel Command Central Nonappropriated Fund for expenses incidental to MWR's authorized involvement in the Navy Ball.

Reimbursement will be based on the actual expenses incurred for authorized items subject to the maximum limitations specified.

